



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

obsolete
DCSE Manual Transmittal
Letter No. 293
July 16, 1991

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revised Advance Notice of Withholding of Earnings (Form CS-42), Answer to Withhold (Form CS-69), Release of Order to Withhold (Form CS-70), Order to Deliver (Form CS-83), Administrative Enforcement Fact Sheet (Form CS-87), Notice and Statement of Lien (Form CS-92), Absent Parent Notice of Lien (Form CS-119), and Procedural Instructions

The administrative enforcement forms listed above have been revised to conform to the changes made to Manual Section 36.000, Administrative Enforcement.

The CS-42 has been revised to show the amount and frequency of current support, arrearage, and poundage withheld. The frequency shown on the CS-42 is the frequency specified in the support order. Previously, amounts ordered weekly, biweekly, and semimonthly were converted to monthly amounts for completion of the CS-42. This change to the CS-42 conforms to recent changes in the Order to Withhold Earnings (Form CS-89) and Change in Order to Withhold Earnings (Form CS-90).

The CS-69 has been revised to more clearly define how the form should be completed and by whom. These revisions have expanded the CS-69 to a two page form composed of pages 69.1 and 69.2. Consequently, although both pages are completed together, special care should be taken to order each page separately and at the same time. That is, the 69.2 must be ordered when the 69.1 is ordered.

The name of the CS-70 has been changed from "Release of Order to Withhold/Deliver" to "Release of Order to Withhold." This was done because only the Order to Withhold (Form CS-68) can be released. The Order to Deliver (Form CS-83) is not sent unless it is determined that delivery of the asset(s) will occur. Once a CS-83 is sent to the holder(s) to deliver the asset(s), it cannot be released.

The CS-70 is sent only when a CS-68 has been sent and any of the following situations have occurred. (1) The holder(s) is no longer in possession of the asset(s). (2) A full payment or a partial payment, as agreed on by the area manager, is made by the absent parent within the 20 day tickler period. (3) A bond has been obtained by the absent parent. (4) A dispute hearing was requested by the absent parent and it has been determined that the withhold and deliver process will not continue.

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Page Three

Instructions for Manual Maintenance

Remove

Advance Notice of Withholding
of Earnings (Form CS-42)
(Rev. 5/89) and Procedural
Instructions (5/16/89)

Answer to Withhold (Form CS-69)
(1/86) and Procedural
Instructions (8/1/86)

Release of Order to
Withhold/Deliver (Form CS-70)
(Rev. 2/87) and Procedural
Instructions (2/16/87)

Order to Deliver (Form CS-83)
(Rev. 2/87) and Procedural
Instructions (2/16/87)

Current Support Agreement
(Form CS-86) (Rev. 5/89) and
Procedural Instructions (5/16/89)

Administrative Enforcement Fact
Sheet (Form CS-87) (Rev. 5/89)
and Procedural Instructions
(5/16/89)

Notice and Statement of Lien
(Form CS-92) (Rev. 5/89) and
Procedural Instructions
(5/16/89)

AP Notice of Lien
(Form CS-119) (5/89) and
Procedural Instructions
(5/16/89)

Insert

Advance Notice of Withholding
of Earnings (Form CS-42)
(Rev. 7/91) and Procedural
Instructions (7/16/91)

Answer to Withhold (Form CS-69)
(Rev. 7/91) and Procedural
Instructions (7/16/91)

Release of Order to Withhold
(Form CS-70) (Rev. 7/91) and
Procedural Instructions
(7/16/91)

Order to Deliver (Form CS-83)
(Rev. 7/91) and Procedural
Instructions (7/16/91)

Administrative Enforcement Fact
Sheet (Form CS-87) (Rev. 7/91)
and Procedural Instructions
(7/16/91)

Notice and Statement of Lien
(Form CS-92) (Rev. 7/91) and
Procedural Instructions
(7/16/91)

Absent Parent Notice of Lien
(Form CS-119) (Rev. 7/91) and
Procedural Instructions
(7/16/91)

Pen and Ink Changes to the Table of Contents

Page 2 - Change the name of the CS-70 to "Release of Order to
Withhold."

Page 2 - Change the name of the CS-119 to "Absent Parent Notice
of Lien."

Page 2 - Delete the "Current Support Agreement" (Form CS-86).